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| **Sales Demo Project Kick-off Meeting** | | | | | |
| Facilitator | | | Nicole Smith | | |
| DATE | | | October 17, 2011 | | |
| TIME | | | 2:00 pm – 3:00 pm EST | | |
| LOCATION | | | Conference Call | | |
| Attendees | | | Nicole Smith, Reggie Britt, Sim Wong, Sherean Malekzadeh Allen, Michelle Schoen | | |
| dIAL-IN url | | | https://www1.gotomeeting.com/join/172789752 | | |
| dIAL-IN # | | | +1 (630) 869-1010 | | |
| ACCESS code | | | 172-789-752 | | |
| **Agenda Topics** | | | | | |
| TOPICS | * Introductions * Project Overview   + Discuss approach and style   + Define and confirm the scope of the project and timeline * Roles & Responsibilities * Getting Started   + Create Scripts   + Create Storyboard   + Submit Materials *(Photos, Logo, Slogans, Marketing materials, Footage, Notes)* * Business Readiness   + Website   + Email   + Communication * Next Steps * Q&A | | | | |
| Action items | | | | Person responsible | status |
| Create the opening screen graphic (Dec 19) | | | | Lon |  |
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| Special notes | | |  | | | | |